



WASHOE COUNTY

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CM/ACM KS

Finance VG

DA LA

Risk Mgt. DE

HR n/a

Grant Mgt. GE

STAFF REPORT

BOARD MEETING DATE: May 24, 2016

DATE: May 4, 2016
TO: Board of County Commissioners
FROM: Amber Howell, Director, Department of Social Services
785-8600 ahowell@washoecounty.us
THROUGH: Kevin Schiller, Assistant County Manager

SUBJECT: Accept a Notice of Subgrant Award from the State of Nevada Department of Health and Human Services Division of Public & Behavioral Health retroactive to February 11, 2016 through September 29, 2016 in the amount of [\$242,617.00, no County match required] to assist clients moving from transitional housing into more permanent housing; authorize the Department to execute the award and direct the Comptroller's Office to make the necessary budget adjustments.
(All Commission Districts)

SUMMARY

The Department of Social Services is recommending the Board of County Commissioners accept a notice of subgrant award to assist clients moving from transitional housing into more permanent housing.

The acceptance of this Award is retroactive as the Department received it in early May.

Strategic Objective supported by this item: Safe, Secure, and Healthy Communities

PREVIOUS ACTION

No previous action.

BACKGROUND

Substance Abuse and Mental Health Services Administration's (SAMHSA) Cooperative Agreements to Benefit Homeless Individuals (CABHI) programs are competitive grant programs, jointly funded by the SAMHSA Center for Mental Health Services (CMHS) and the SAMHSA Center for Substance Abuse Treatment (CSAT). The CABHI programs support state and local community efforts to provide behavioral health treatment and recovery-

AGENDA ITEM # 19

oriented services. These services are provided within a supportive housing approach for people with:

- Substance use disorders
- Serious mental illness
- Serious emotional disturbance
- Co-occurring mental and substance use disorders

CABHI's primary goal is to ensure that the most vulnerable people experiencing homelessness and chronic homelessness receive access to housing, treatment, and recovery support services. These people often include veterans, families, and youth.

The objectives of this funding are to provide financial assistance to support projects for the development and implementation of prevention, treatment and rehabilitation activities directed to the diseases of alcohol and drug abuse.

GRANT AWARD SUMMARY

Project/Program Name: *Behavioral Health, Wellness and Planning*

Scope of the Project: *Support for expanding the Clarity Card system, a component of the homelessness centralized intake system; infrastructure improvements at Crossroads for the "Learn to Earn" program; contractual community case managers to provide treatment and recovery services.*

Benefit to Washoe County Residents: *Funding will expand services to chronically homeless individuals, assisting them with access to housing, substance abuse and mental health treatment, primary care and other needed services.*

On-Going Program Support: *Additional funding is being sought for future years so the services can be ongoing.*

Award Amount: \$242,617.00

Grant Period: *February 11, 2016 – September 29, 2016*

Funding Source: *U.S. Department of Health and Human Services,
Substance Abuse and Mental Health Services Administration (SAMHSA)*

Pass through From: *State of Nevada Department of Health and Human Services,
Division of Public & Behavioral Health*

CFDA Number: 93.243

Grant ID Number: *1H79SMO62445-01*

Match Amount and Type: *No matching funds required*

Sub-Awards and Contracts: *A Request for Proposals will be issued to select subcontractors to provide Community Case Managers to provide treatment and recovery services.*

FISCAL IMPACT

Should the board authorize acceptance of this grant award, the Department's FY16 adopted budget will be increased in both revenues and expenditures in the following accounts:

IO#11306 – 431100	Federal Grant Revenue	\$ 242,617.00
IO#11306 – 710100	Professional Services	\$ 223,598.00
IO#11306 – 711504	Equipment – non-capital	\$ 19,019.00

RECOMMENDATION

Accept a Notice of Subgrant Award from the State of Nevada Department of Health and Human Services Division of Public & Behavioral Health retroactive to February 11, 2016 through September 29, 2016 in the amount of [\$242,617.00, no County match required] to assist clients moving from transitional housing into more permanent housing; authorize the Department to execute the award and direct the Comptroller's Office to make the necessary budget adjustments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be "move to accept a Notice of Subgrant Award from the State of Nevada Department of Health and Human Services Division of Public & Behavioral Health retroactive to February 11, 2016 through September 29, 2016 in the amount of [\$242,617.00, no County match required] to assist clients moving from transitional housing into more permanent housing; authorize the Department to execute the award and direct the Comptroller's Office to make the necessary budget adjustments."



State of Nevada
 Department of Health and Human Services
Division of Public & Behavioral Health
 (hereinafter referred to as the Division)

HD #: 15300
 Budget Account: 3170
 Category: 38
 GL: 8516
 Job Number: 9324316E

NOTICE OF SUBGRANT AWARD

Program Name: Behavioral Health, Wellness & Prevention (BHPT) Division of Public and Behavioral Health	Subgrantee Name: Washoe County Social Services – Permanent Supportive Housing (PSH) Ken Retterath, Director
Address: 4126 Technology Way, Suite #200 Carson City, NV 89706-2009	Address: P.O. Box 11130 Reno, NV 89502-0027
Subgrant Period: February 11, 2016 through September 29, 2016.	Subgrantee's: EIN: <u>88-6000138</u> Vendor #: <u>T40283400A</u> Dun & Bradstreet: <u>073786998</u>

Purpose of Award: To provide permanent housing support to assist clients in Northern Nevada moving from transitional housing into more permanent housing.

Region(s) to be served: Statewide Specific county or counties: Washoe County

Approved Budget Categories: <table style="width: 100%; border-collapse: collapse;"> <tr><td>1. Personnel</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>2. Travel</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>3. Operating</td><td style="text-align: right;">\$</td><td style="text-align: right;">19,019.00</td></tr> <tr><td>4. Equipment</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>5. Contractual/Consultant</td><td style="text-align: right;">\$</td><td style="text-align: right;">223,598.00</td></tr> <tr><td>6. Training</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>7. Other</td><td style="text-align: right;">\$</td><td style="text-align: right;">0.00</td></tr> <tr><td>Total Cost:</td><td style="text-align: right;">\$</td><td style="text-align: right;">242,617.00</td></tr> </table>	1. Personnel	\$	0.00	2. Travel	\$	0.00	3. Operating	\$	19,019.00	4. Equipment	\$	0.00	5. Contractual/Consultant	\$	223,598.00	6. Training	\$	0.00	7. Other	\$	0.00	Total Cost:	\$	242,617.00	Disbursement of funds will be as follows: Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$242,617.00 during the subgrant period.
1. Personnel	\$	0.00																							
2. Travel	\$	0.00																							
3. Operating	\$	19,019.00																							
4. Equipment	\$	0.00																							
5. Contractual/Consultant	\$	223,598.00																							
6. Training	\$	0.00																							
7. Other	\$	0.00																							
Total Cost:	\$	242,617.00																							

Source of Funds:	% Funds:	CFDA:	FAIN:	Federal Grant #:
1. CABHI – Enhancement Grant	100%	93.243	SMO62445	1H79SMO62445-01

Terms and Conditions:
 In accepting these grant funds, it is understood that:

1. Expenditures must comply with appropriate state and/or federal regulations;
2. This award is subject to the availability of appropriate funds; and
3. The recipient of these funds agrees to stipulations listed in the incorporated documents.

Incorporated Documents:

- Section A: Assurances;
- Section B: Description of Services, Scope of Work and Deliverables;
- Section C: Budget and Financial Reporting Requirements;
- Section D: Request for Reimbursement;
- Section E: Audit Information Request; and
- Section F: Business Associate Addendum

Amber Howell, Director	Signature	Date
Michael McMahon Clinical Program Planner, (BHPT)		
Kevin Quint Bureau Chief, BHWP, SAPTA		
for Cody L. Phinney, MPH Administrator, Division of Public & Behavioral Health		

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD**

SECTION A

Assurances

As a condition of receiving subgranted funds from the Nevada State Division of Public and Behavioral Health, the Subgrantee agrees to the following conditions:

1. Grant funds may not be used for other than the awarded purpose. In the event Subgrantee expenditures do not comply with this condition, that portion not in compliance must be refunded to the Division.
2. To submit reimbursement requests only for expenditures approved in the spending plan. Any additional expenditure beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Division, may result in denial of reimbursement.
3. Approval of subgrant budget by the Division constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Unless otherwise stated in the Scope of Work the transfer of funds between budgeted categories without written prior approval from the Division is not allowed under the terms of this subgrant. Requests to revise approved budgeted amounts must be made in writing and provide sufficient narrative detail to determine justification.
4. Recipients of subgrants are required to maintain subgrant accounting records, identifiable by subgrant number. Such records shall be maintained in accordance with the following:
 - a. Records may be destroyed not less than three years (unless otherwise stipulated) after the final report has been submitted if written approval has been requested and received from the Administrative Services Officer (ASO) of the Division. Records may be destroyed by the Subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Division.
 - b. In all cases an overriding requirement exists to retain records until resolution of any audit questions relating to individual subgrants.

Subgrant accounting records are considered to be all records relating to the expenditure and reimbursement of funds awarded under this subgrant award. Records required for retention include all accounting records and related original and supporting documents that substantiate costs charged to the subgrant activity.

5. To disclose any existing or potential conflicts of interest relative to the performance of services resulting from this subgrant award. The Division reserves the right to disqualify any subgrantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.
6. To comply with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
7. To comply with the Americans with Disability Act of 1990, P.L. 101-136, 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999 inclusive and any relevant program-specific regulations
8. To comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, 45 C.F.R. 160, 162 and 164, as amended. If the subgrant award includes functions or activities that involve the use or disclosure of protected health information (PHI) then the subgrantee agrees to enter into a Business Associate Agreement with the Division as required by 45 C.F.R. 164.504(e). If PHI will not be disclosed then a Confidentiality Agreement will be entered into.
9. Subgrantee certifies, by signing this notice of subgrant award, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pr. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211). This provision shall be required of every subgrantee receiving any payment in whole or in part from federal funds.

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD**

10. Sub-grantee agrees to comply with the requirements of the Title XII Public Law 103-227, the "PRO-KIDS Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.
11. Whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this subgrant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
 - a. Any federal, state, county or local agency, legislature, commission, council, or board;
 - b. Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
 - c. Any officer or employee of any federal, state, county or local agency, legislature, commission, council or board.
12. Division subgrants are subject to inspection and audit by representative of the Division, Nevada Department of Health and Human Services, the State Department of Administration, the Audit Division of the Legislative Counsel Bureau or other appropriate state or federal agencies to:
 - a. Verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
 - b. Ascertain whether policies, plans and procedures are being followed;
 - c. Provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and
 - d. Determine reliability of financial aspects of the conduct of the project.
13. Any audit of Subgrantee's expenditures will be performed in accordance with generally accepted government auditing standards to determine there is proper accounting for and use of subgrant funds. It is the policy of the Division, as well as federal requirement as specified in the Office of Management and Budget (2 CFR § 200.501(a)), revised December 26, 2013, that each grantee annually expending \$750,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO:

***Nevada State Division of Public and Behavioral Health
Attn: Contract Unit
4150 Technology Way, Suite 300
Carson City, NV 89706-2009***

This copy of the final audit must be sent to the Division within nine (9) months of the close of the subgrantee's fiscal year. **To acknowledge this requirement, Section E of this notice of subgrant award must be completed.**

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